

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY	
			3	2
			Revised 2000,2006,2017	Next review 2020

**PROCEDURE**

**Maintenance**

College facilities are cleaned and maintained on a regular schedule by Facilities Services. Any emergency situation requiring immediate attention should be directed to the Facilities Department at X5560. All other requests should be made through the work order system.

[http://dlweb.megamation.com/cptc/DLWEB.php/O4W INFO PAGE](http://dlweb.megamation.com/cptc/DLWEB.php/O4W_INFO_PAGE)

**Room Moves**

The Move Committee is comprised of the Director of Facilities Services and the Director of Information Technology. Requests must be made through an individual's Vice President to the Move Committee. Moves will be made on a priority basis and as personnel and resources are available. When the Move Committee encounters issues with the requested move for any of the following reasons: cost, impact on other divisions, repetitious or short term in nature, the move request will be forwarded to the Vice President for Finance and Administration for possible escalation to administration.

Clover Park Technical college facilities are smoke free. The use of tobacco, electronic cigarettes, and related products is prohibited on College premises or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff. The use of tobacco and electronic smoking devices is approved at designated outdoor sites.

**Use of Alcoholic Beverages on Campus**

Consumption of alcoholic beverages in or on college-owned or college-operated facilities is strictly prohibited unless approved by the President or designee.

All groups qualifying for use of alcoholic beverages must adhere to the rules and regulations of the Washington State Liquor and Cannabis Board.

**Prohibited Conduct**

The use or possession of unlawful drugs or narcotics, not medically prescribed, on College property or at College functions, is prohibited. Students under the influence of intoxicants, unlawful drugs or narcotics while in College facilities are subject to disciplinary action.

The use or possession of marijuana, including medically prescribed marijuana, is a violation of federal law and is therefore prohibited.

Destruction of College property is prohibited.

Family Members, Friends or Other Visitors

Family members, friends or other visitors of staff members and students, who are not employees, on College business, bona fide volunteers, or students of the College, are generally not authorized in the employee's work area or instructional training and support facilities. Authorization for this practice must be given by the Vice President for Finance and Administration and will be approved only for exceptional and infrequent circumstances.


Public Use Areas

The common pedestrian walkways, pathways, thoroughfares, and grassy fields are designated as public use areas and may be used for limited purposes per WAC 495C-141.

Weapons

Weapons: Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

- (a) commissioned law enforcement personnel or legally-authorized military personnel while in performance of their duties, or
- (b) persons with legally issued concealed weapons permits may store their weapons in vehicles parked in accordance with RCW 9.41.050 on campus provided the vehicle is locked and the weapon is concealed from view, or
- (c) the President or his/her designee may grant permission to bring a weapon on campus upon showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to any terms or conditions incorporated therein,
- (d) defensive weapons used by College security staff.

APPROVAL:	
By: <u></u>	Date: <u>11/27/17</u>
Vice President signature	